

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System
Supplier User Guide

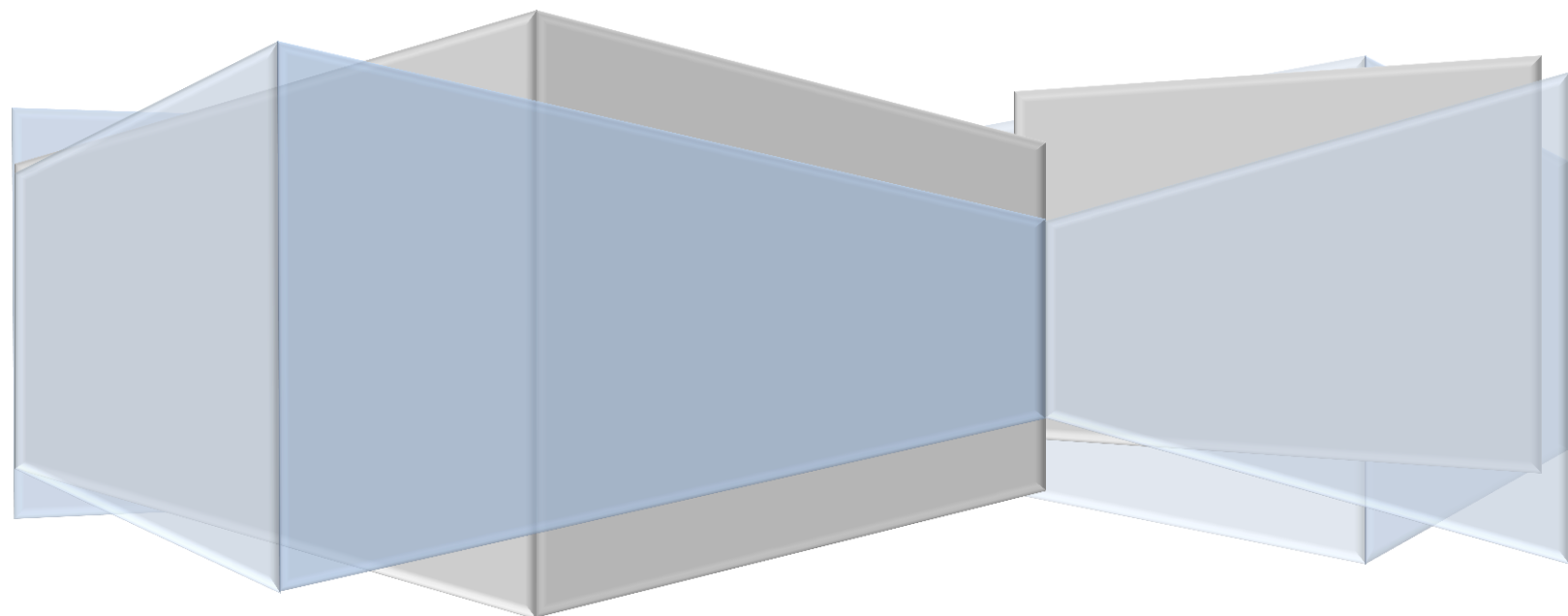


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INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of Motor Fuel User Fee Returns (Supplier, Terminal Operator, and Transporter) the option to file and remit fees electronically at no charge. The web-based system will be available for the filing of June, 2012, user fee returns which are due to be filed on July 22, 2012. Taxpayers may choose this web-based filing option as opposed to filing tax returns via EDI.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Per SC Code Section 12-28-1400(A), all Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns "in the manner provided by the Department."

All Supplier reporting payments accompanying Motor Fuel transactions, **via web or EDI**, must be submitted through the Electronic Funds Transfer (EFT) Program. The EFT Program for Motor Fuel is a separate program from the EDI Program. For further information regarding the EFT program, please see the EFT Program guide located on our website under Motor Fuel/E-Services.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

| | | | |
|---------------------------|--|-----------------------|-----------------------|
| Help Desk (Columbia area) | 803-896-1715 | Help Desk (Toll Free) | 1-800-476-0311 |
| E-mail Address | edi@sctax.org | FAX | 803-896-1779 |
| Mailing Address | South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016 | | |

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

| | |
|-------------------|--|
| Filing Assistance | 803-896-1990 |
| E-mail Address | motfuellic@sctax.org |

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name:

Password:

Sign In



Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

User Profile

Your password has expired. Please enter a new password.

Change Password

Current Password:

.....

New Password:

.....

Confirm New Password:

.....

Change Password

Change Profile

Current Password:

Email Address:

xxxxxxx@sctax.org

Security Question:

What is your mothers maiden name?

Security Answer:

Update Profile

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

User Profile

Your password has expired. Please enter a new password.

Change Password

Your password has been changed.

Change Profile

Current Password:

Email Address:

xxxxxxx@sctax.org

Security Question:

What is your mothers maiden name?

Security Answer:

Update Profile

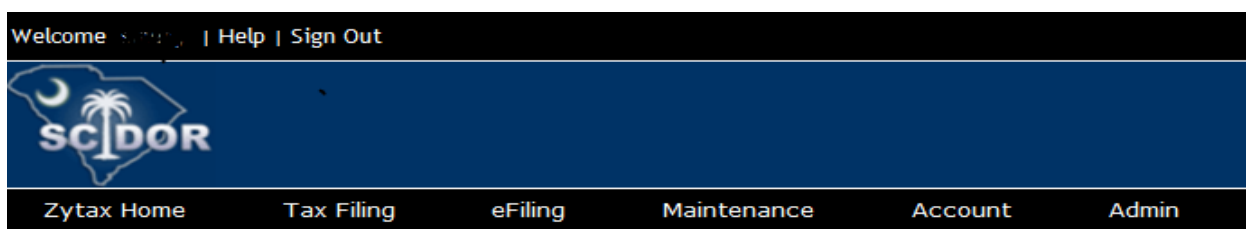
Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab



2. From the drop down menu choose Business Entities

| Business Entities | | | | | | | |
|---------------------|-------------------------------|---------|-----------|-----------|----------------|---------------|------|
| Add New Record | | | | | | | |
| Master Company ID ▾ | Legal Name | Id Type | Id Code | Custom Id | Effective Date | Obsolete Date | City |
| 172 | Best Oil Company | FEIN | 999000999 | | 01/01/2009 | | |
| 172 | Carrier A | FEIN | 789789789 | | 01/01/2009 | | |
| 172 | Carrier B | FEIN | 888080888 | | 01/01/2009 | | |
| 172 | Carrier C | FEIN | 111080111 | | 01/01/2009 | | |
| 172 | Fuel Dealer | FEIN | 222000222 | | 01/01/2009 | | |
| 172 | Fuel Transporter | FEIN | 234565432 | | 01/01/2009 | | |
| 172 | Independant Petroleum Company | FEIN | 999111999 | | 01/01/2009 | | |
| 172 | Petroleum Dealer | FEIN | 111000999 | | 01/01/2009 | | |
| 172 | Quality Petroleum Company | FEIN | 444777999 | | 01/01/2009 | | |
| 172 | Tank Lines | FEIN | 444222444 | | 01/01/2009 | | |

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

| Business Entities | | | | | | | |
|-------------------|----------------|---------------|------|--------------|---------|--------------|--|
| Filter Refr | | | | | | | |
| Custom Id | Effective Date | Obsolete Date | City | Region/State | Country | Updated Date | |

- Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

Zytax - Business Entity *South Carolina Department of Transportation*

Legal Name: col 2 Effective Date: 5/1/2011
Trade Name: col 2 Obsolete Date:
Name Control: Id Type: FEIN
Custom Id Code: Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter Refresh

| | ID | Country | Jurisdiction | Business Type | Business Subtype | Custom Id | Effective Date | Obsolete Date | Locked Date | License Number | Change Ind | |
|--|-------|---------------|--------------|----------------|------------------|-----------|----------------|---------------|-------------|----------------|------------|---|
| | 12062 | United States | * | Buyer | None | | 05/01/2011 | | | 290000000 | M | ✗ |
| | 12074 | United States | * | Carrier | None | | 05/01/2011 | | | 290000000 | M | ✗ |
| | 12075 | United States | * | Consignor | None | | 05/01/2011 | | | 290000000 | M | ✗ |
| | 12076 | United States | * | PositionHolder | None | | 05/01/2011 | | | 290000000 | M | ✗ |
| | 12077 | United States | * | Seller | None | | 05/01/2011 | | | 290000000 | M | ✗ |

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Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

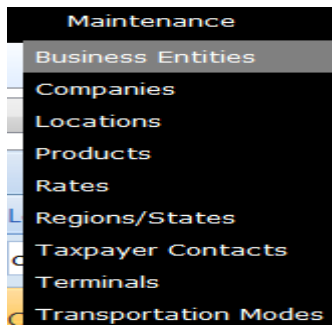
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,

Click on the Maintenance tab

Select Business Entities from drop down box



Click Add New Record

| Business Entities | | | | | | | |
|---------------------|-------------------------------|---------|-----------|-----------|----------------|---------------|------|
| Add New Record | | | | | | | |
| Master Company ID ▾ | Legal Name | Id Type | Id Code | Custom Id | Effective Date | Obsolete Date | City |
| 172 | Best Oil Company | FEIN | 999000999 | | 01/01/2009 | | |
| 172 | Carrier A | FEIN | 789789789 | | 01/01/2009 | | |
| 172 | Carrier B | FEIN | 888080888 | | 01/01/2009 | | |
| 172 | Carrier C | FEIN | 111080111 | | 01/01/2009 | | |
| 172 | Fuel Dealer | FEIN | 222000222 | | 01/01/2009 | | |
| 172 | Fuel Transporter | FEIN | 234565432 | | 01/01/2009 | | |
| 172 | Independant Petroleum Company | FEIN | 999111999 | | 01/01/2009 | | |
| 172 | Petroleum Dealer | FEIN | 111000999 | | 01/01/2009 | | |
| 172 | Quality Petroleum Company | FEIN | 444777999 | | 01/01/2009 | | |
| 172 | Tank Lines | FEIN | 444222444 | | 01/01/2009 | | |

Then 'Add New Record' icon is used to create a new business entity.
 In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**
 Then click **Insert**

Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transports their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab

Click Add New Record

| ID | Country | Jurisdiction | Business Type | Business Subtype | Custom Id | Effective Date | Obsolete Date | Locked Date | License Number | Change Ind |
|-------|---------------|--------------|---------------|------------------|-----------|----------------|---------------|-------------|----------------|------------|
| 39527 | United States | * | Buyer | None | | 06/01/2010 | | | 123123123 | M |

For Business Type click on drop down button

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on Add New Record to assign the business type based on each relationship with the entity.

Click on checkmark to insert



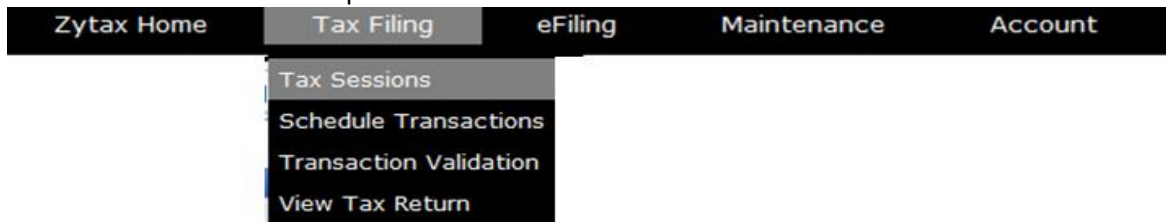
Below is an example of a business entity assigned with all business types.

| ID | Country | Jurisdiction | Business Type | Business Subtype | Custom Id | Effective Date | Obsolete Date | Locked Date | License Number | Change Ind |
|-------|---------------|--------------|----------------|------------------|-----------|----------------|---------------|-------------|----------------|------------|
| 12062 | United States | * | Buyer | None | | 05/01/2011 | | | 290000000 | M |
| 12074 | United States | * | Carrier | None | | 05/01/2011 | | | 290000000 | M |
| 12075 | United States | * | Consignor | None | | 05/01/2011 | | | 290000000 | M |
| 12076 | United States | * | PositionHolder | None | | 05/01/2011 | | | 290000000 | M |
| 12077 | United States | * | Seller | None | | 05/01/2011 | | | 290000000 | M |

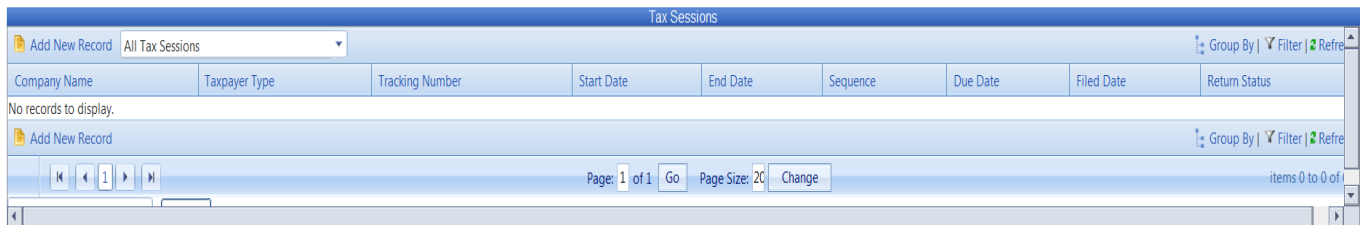
Creating Return/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Supplier from the Taxpayer Type dropdown list.

Enter the begin period covered date for the return.

Click outside the entry field and the End Period Date will be populated.

Click the create session button.

The screenshot shows a 'Zytax - Create Session' window. It contains several fields and a button:

- Country:** United States (dropdown)
- Jurisdiction:** South Carolina (dropdown)
- Taxpayer Type:** Supplier (dropdown)
- Terminal Code:** Select a Terminal (dropdown)
- Begin Period Date:** 8/1/2012 (text field with calendar icon)
- End Period Date:** 8/31/2012 (text field with calendar icon)
- Sequence:** 0 (text field)
- Original session:** Original session (dropdown)
- Create Session:** A button at the bottom center.

At the bottom of the window, there is a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Record inserted.

Country: United States

Jurisdiction: South Carolina

Taxpayer Type: Supplier

Terminal Code: Select a Terminal

Begin Period Date: 8/1/2012

End Period Date: 8/31/2012

Sequence: 0

Original session

Create Session

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Right click on the row for the Supplier session that was added
From context menu, select Schedule Transactions

| Taxpayer Type | Terminal Code | Start Date | End Date | Sequence | Due Date | Critical Schedule Errors | Return Generation Needed |
|--------------------------|---------------|------------|------------|----------|------------|--------------------------|--------------------------|
| Annual Terminal Operator | | 01/01/2014 | 12/31/2014 | 0 | 02/26/2015 | 0 | Yes |
| Annual Terminal Operator | | 01/01/2013 | 12/31/2013 | 0 | 02/26/2014 | 0 | Yes |
| Annual Terminal | | 01/01/2012 | 12/31/2012 | 0 | 02/26/2013 | 0 | Yes |
| Supplier | | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 0 | Yes |
| Monthly Terminal | | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 0 | Yes |
| Monthly Terminal | | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 0 | Yes |
| Monthly Terminal | | 05/01/2012 | 05/31/2012 | 0 | 06/22/2012 | 0 | Yes |
| Supplier | | 04/01/2012 | 04/30/2012 | 0 | 05/22/2012 | 0 | Yes |
| Monthly Terminal | | 04/01/2012 | 04/30/2012 | 0 | 05/22/2012 | 0 | Yes |

Select schedule type from dropdown list to add.

Next, click Add New Record

1: Gallons Received User Fee Paid

5A: Gallons Removed Subject to User Fee (Non-eligible Purchaser)

5C: Gallons Removed Subject to User Fee (Eligible Purchaser)

5E: Gallons Removed User Fee Paid for Import by Importer

5H: Gallons Removed User Fee Paid - For Export by Licensed Exporter

6F: Gallons Removed - Dyed Fuel

6H: Gallons Removed User Fee Free Import by Licensed Importer

7A: Gallons Removed for Export to _____ by Supplier (Dest State Tax Collected)

7B: Gallons Removed for Export to _____ by Supplier (Dest State Tax Exempt)

8: Gallons Removed for US Government Sales

9C: Gallons Removed for SC Department of Education School Buses

10B: Gallons Removed for Aviation Use

10G: Gallons Removed for Other Exempt Sales

11: State Diversion Corrections

Enter all schedule information requested on the entry screen.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

1: Gallons Received User Fee Paid

Product Code

Carrier

Mode

Origin

Destination

Seller

Date Received

Document Number

Net Gallons

Gross Gallons

Billed Gallons

Insert

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If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in business entities. Complete the steps for entering a business entity (**page4**) and then return to the tax session and begin scheduling transactions again.

Once all information is inserted for that schedule type, click on the closed button (red X).

If additional schedules are needed for another schedule type, select schedule from dropdown list.

Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

1: Gallons Received User Fee Paid

1: Gallons Received User Fee Paid

5A: Gallons Removed Subject to User Fee (Non-eligible Purchaser)

5C: Gallons Removed Subject to User Fee (Eligible Purchaser)

5E: Gallons Removed User Fee Paid for Import by Importer

5H: Gallons Removed User Fee Paid - For Export by Licensed Exporter

6F: Gallons Removed - Dyed Fuel

6H: Gallons Removed User Fee Free Import by Licensed Importer

7A: Gallons Removed for Export to _____ by Supplier (Dest State Tax Collected)

7B: Gallons Removed for Export to _____ by Supplier (Dest State Tax Exempt)

8: Gallons Removed for US Government Sales

9C: Gallons Removed for SC Department of Education School Buses

10B: Gallons Removed for Aviation Use

10G: Gallons Removed for Other Exempt Sales

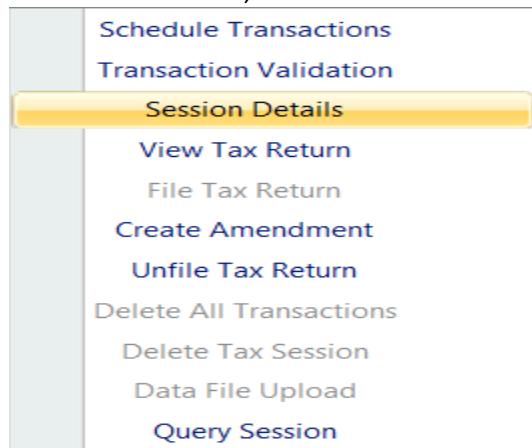
11: State Diversion Corrections

Session Details

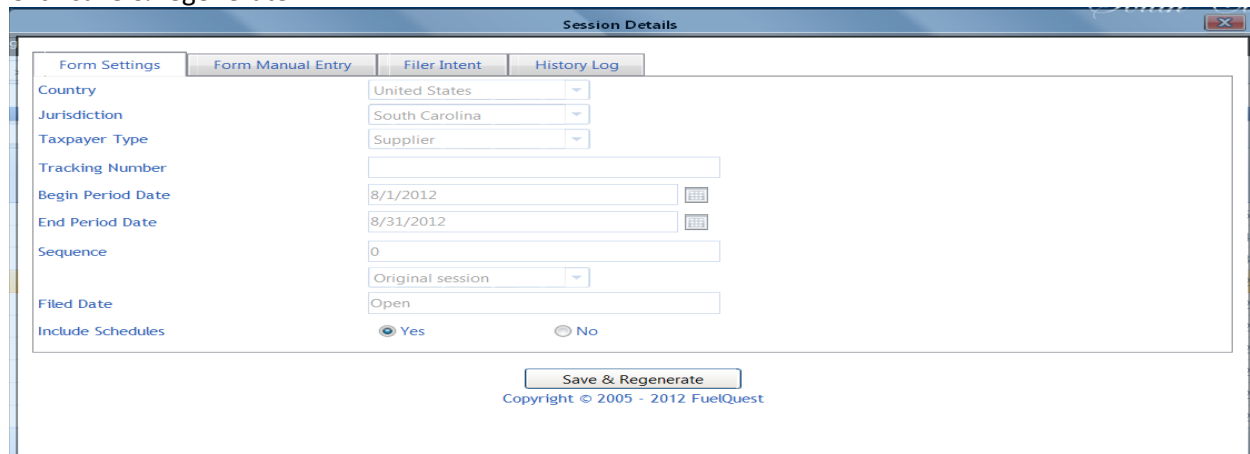
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Supplier session that was added
From context menu, select Session Details



Select yes, which will include schedules
Click save & regenerate



The system will then show record updated



Record updated.

Click the X button to close



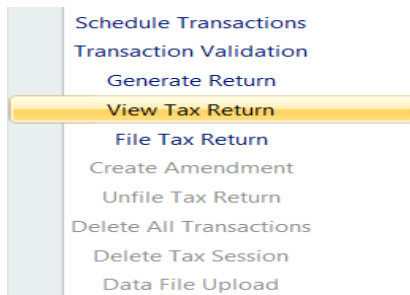
Click refresh several times

| Group By Filter Refresh | | |
|-----------------------------|--------------------------|---------------|
| Critical Schedule Errors | Return Generation Needed | Return Status |
| 0 | Yes | Running |
| Group By Filter Refresh | | |
| items 1 to 1 of 1. | | |

Until return status shows passed

| Group By Filter Refresh | | |
|-----------------------------|--|--|
| Return Status | | |
| Passed | | |

Right click on the row for the Supplier session that was added
From context menu, select View Tax Return

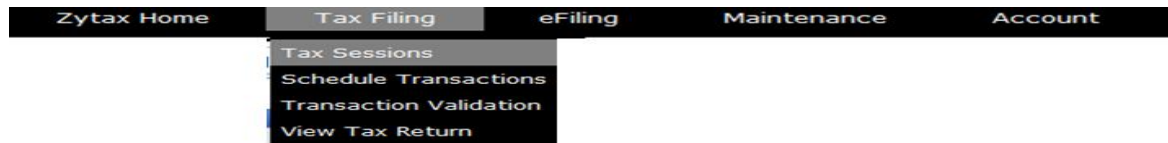


Review return

| | |
|----------|--|
| Original | |
| 1350 | <div><div>STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE</div><div>MOTOR FUEL SUPPLIERS MONTHLY USER FEE AND FEE CALCULATION</div><div>Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.</div></div> |
| | <div><div>L-2119 (Rev. 8/29/11) 4207</div></div> |

File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transport session that was added
From context menu, select File Tax Return

| Taxpayer Type | Start Date | End Date | Sequence | Due Date | Critical Schedule Errors | Return Generation Needed | Return Status |
|---------------|------------|------------|----------|------------|--------------------------|--------------------------|---------------|
| Transporter | 05/01/2012 | 05/31/2012 | 0 | 06/22/2012 | 0 | No | Passed |

Group By | Filter | Refresh

1 Change items 1 to 1 of 1.

Context menu options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return

Check the agree button
Click on Submit

File Tax Return

Filing Status: Open

Tax Return: Supplier

Terminal:

Tax Session Date: 8/1/2012 - 8/31/2012

Filing Due Date: 9/24/2012

Return Status: Passed

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:

Filing Status: Filed

Tax Return: Supplier

Terminal:

Tax Session Date: 8/1/2012 - 8/31/2012

Filing Due Date: 9/24/2012

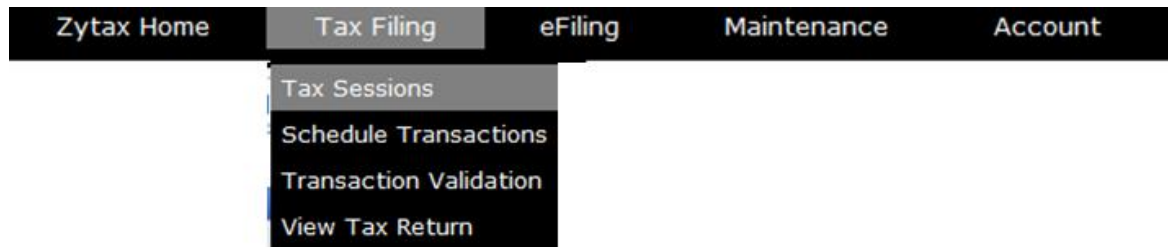
Return Status: NotStarted

Date Filed: 6/1/2012 1:31:23 PM

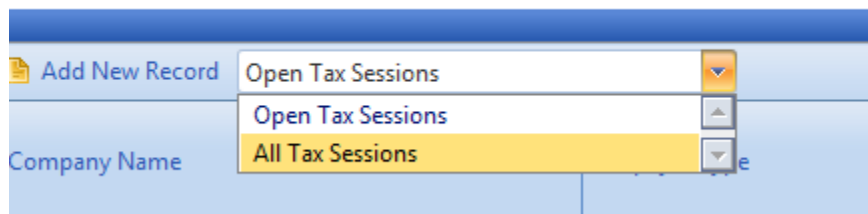
Return Tracking Number: 1215300001

Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list



Change selection from “Open Tax Sessions” to “All Tax Sessions”



Select return session to be amended and click on the row to display the drop down menu.

Choose Create Amendment

| Taxpayer Type | Terminal Code | Tracking Number | Start Date | End Date | Sequence | Due Date | Filed Date | Return Status |
|---------------------------|---------------|-----------------|------------|------------|----------|------------|------------|---------------|
| Annual Terminal Operator | | 1215900014 | 01/01/2012 | 12/31/2012 | 0 | 02/26/2013 | 06/07/2012 | Passed |
| Tankwagon Importer | | 1215900018 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/07/2012 | Passed |
| Supplier | | 1215900011 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/12/2012 | Passed |
| Tankwagon Importer | | 5900016 | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/07/2012 | Passed |
| Supplier | | 5300001 | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | 5300002 | 07/01/2012 | 07/31/2012 | 1 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | 5300003 | 07/01/2012 | 07/31/2012 | 2 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 3 | 08/22/2012 | | |
| Monthly Terminal Operator | | 5900012 | 06/01/2012 | 06/30/2012 | 0 | 07/23/2012 | 06/07/2012 | Passed |

The screenshot shows a table of tax sessions with a dropdown menu open for the row with Tracking Number 1215900011. The dropdown menu contains the following options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return, and Create Amendment. The Create Amendment option is highlighted in yellow.

Next, click Create Amendment

| | |
|-------------------|---|
| Company | 586 |
| Country | USA |
| Jurisdiction | SC |
| Taxpayer Type | SPL |
| Begin Period Date | 7/1/2012 |
| End Period Date | 7/31/2012 |
| | Amended session |
| Sequence | 3 |
| Filed Date | 6/11/2012 |
| | <input type="button" value="Create Amendment"/> |

Record inserted

Record inserted.

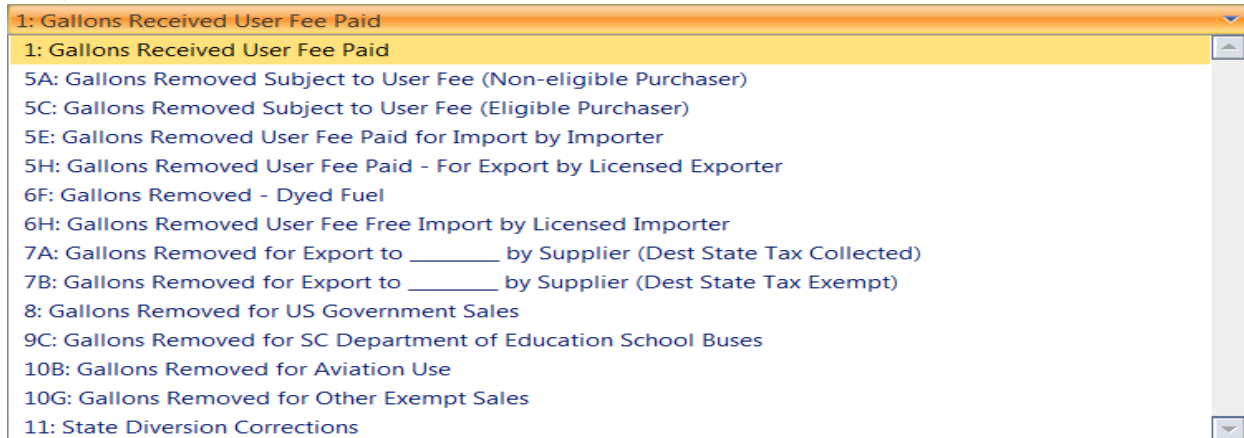
| | |
|-------------------|---|
| Company | 586 |
| Country | USA |
| Jurisdiction | SC |
| Taxpayer Type | SPL |
| Begin Period Date | 7/1/2012 |
| End Period Date | 7/31/2012 |
| | Amended session |
| Sequence | 3 |
| Filed Date | 6/11/2012 |
| | <input type="button" value="Create Amendment"/> |

From the Tax Filing tab, select Schedule Transactions from dropdown list

| | | | | |
|---|------------|---------|-------------|---------|
| Zytax Home | Tax Filing | eFiling | Maintenance | Account |
| Tax Sessions | | | | |
| Schedule Transactions | | | | |
| Transaction Validation | | | | |
| View Tax Return | | | | |
|  | | | | |

Select schedule type from dropdown list to add.

Next, click Add New Record



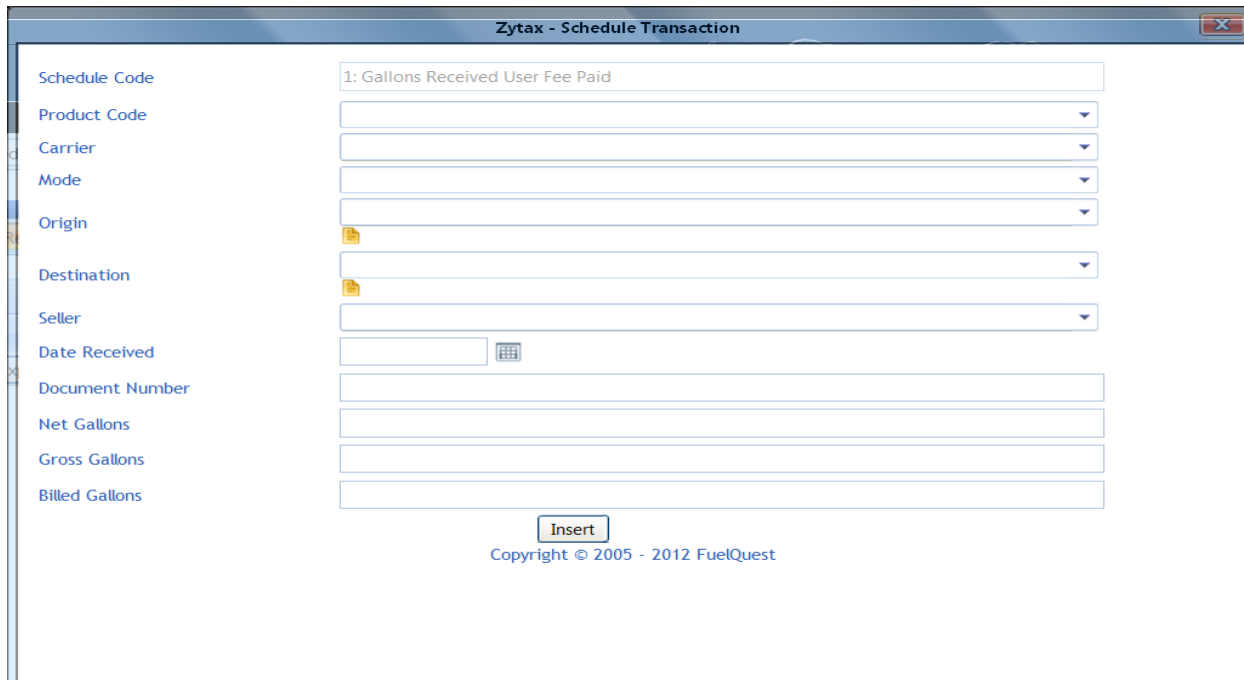
A screenshot of a software window showing a dropdown menu. The menu is titled "1: Gallons Received User Fee Paid" and lists various schedule types. The first item, "1: Gallons Received User Fee Paid", is highlighted in yellow. The other items are listed in blue text.

- 1: Gallons Received User Fee Paid
- 5A: Gallons Removed Subject to User Fee (Non-eligible Purchaser)
- 5C: Gallons Removed Subject to User Fee (Eligible Purchaser)
- 5E: Gallons Removed User Fee Paid for Import by Importer
- 5H: Gallons Removed User Fee Paid - For Export by Licensed Exporter
- 6F: Gallons Removed - Dyed Fuel
- 6H: Gallons Removed User Fee Free Import by Licensed Importer
- 7A: Gallons Removed for Export to _____ by Supplier (Dest State Tax Collected)
- 7B: Gallons Removed for Export to _____ by Supplier (Dest State Tax Exempt)
- 8: Gallons Removed for US Government Sales
- 9C: Gallons Removed for SC Department of Education School Buses
- 10B: Gallons Removed for Aviation Use
- 10G: Gallons Removed for Other Exempt Sales
- 11: State Diversion Corrections

Enter amended information

Click Insert

A schedule must be added for each load and each product type.



A screenshot of a software window titled "Zytax - Schedule Transaction". The window contains a form with several fields and a table. The fields are labeled on the left and have corresponding input areas on the right. The "Schedule Code" field is populated with "1: Gallons Received User Fee Paid". The "Date Received" field has a calendar icon. The "Document Number", "Net Gallons", "Gross Gallons", and "Billed Gallons" fields are empty. An "Insert" button is located at the bottom center of the form. The copyright notice "Copyright © 2005 - 2012 FuelQuest" is at the bottom.

| Field | Value |
|-----------------|-----------------------------------|
| Schedule Code | 1: Gallons Received User Fee Paid |
| Product Code | |
| Carrier | |
| Mode | |
| Origin | |
| Destination | |
| Seller | |
| Date Received | |
| Document Number | |
| Net Gallons | |
| Gross Gallons | |
| Billed Gallons | |

Insert

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Once all amended information is inserted for that schedule type, click on the closed button.
 If additional schedules are needed for another schedule type, select schedule from dropdown list to add.
 Next, click Add New Record

1: Gallons Received User Fee Paid

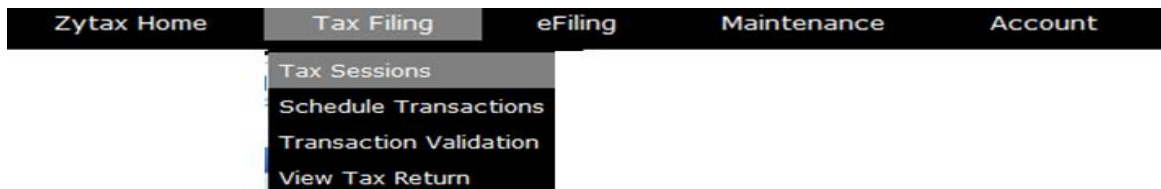
- 1: Gallons Received User Fee Paid
- 5A: Gallons Removed Subject to User Fee (Non-eligible Purchaser)
- 5C: Gallons Removed Subject to User Fee (Eligible Purchaser)
- 5E: Gallons Removed User Fee Paid for Import by Importer
- 5H: Gallons Removed User Fee Paid - For Export by Licensed Exporter
- 6F: Gallons Removed - Dyed Fuel
- 6H: Gallons Removed User Fee Free Import by Licensed Importer
- 7A: Gallons Removed for Export to _____ by Supplier (Dest State Tax Collected)
- 7B: Gallons Removed for Export to _____ by Supplier (Dest State Tax Exempt)
- 8: Gallons Removed for US Government Sales
- 9C: Gallons Removed for SC Department of Education School Buses
- 10B: Gallons Removed for Aviation Use
- 10G: Gallons Removed for Other Exempt Sales
- 11: State Diversion Corrections

Enter amended information

Click Insert

Once all schedules have been added for each load, click on the close button

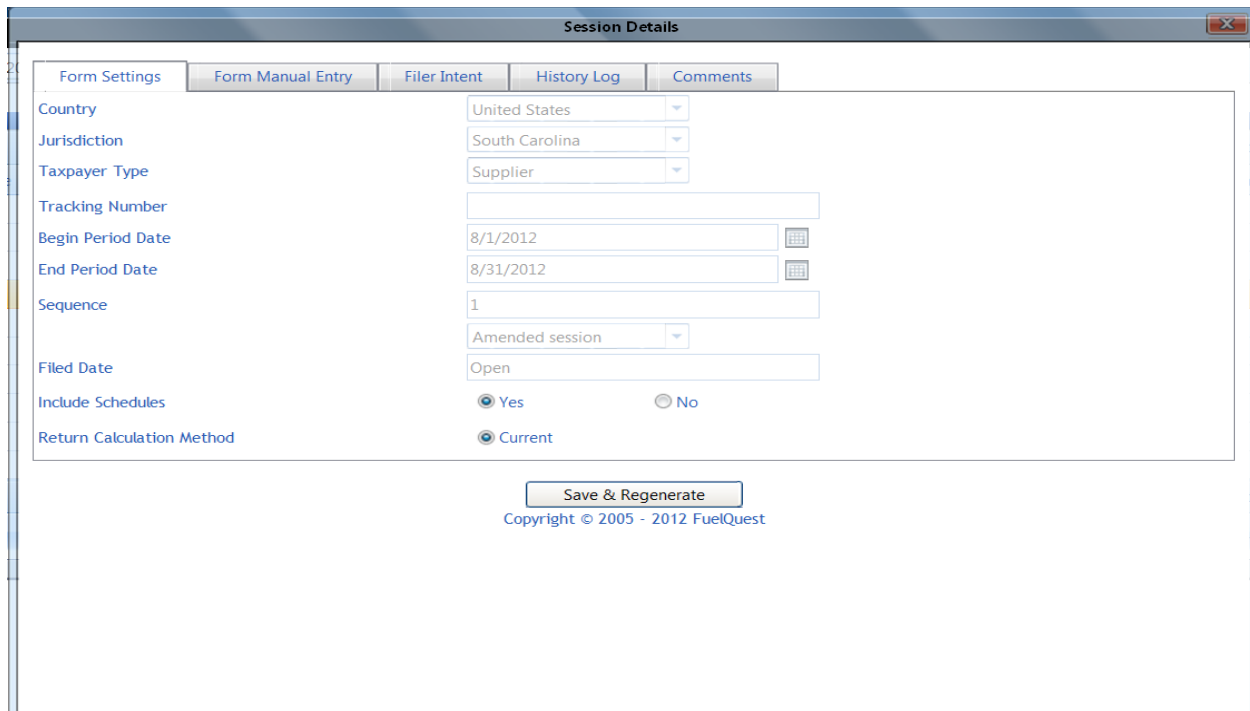
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Supplier session that was added
 From context menu, select Session Details

| Taxpayer Description | Terminal Code | Tracking Number | Start Date | End Date | Sequence | Due Date | Filed Date | |
|---------------------------|---------------|-----------------|------------|------------|----------|------------|------------|---|
| Supplier | | | 09/01/2014 | 09/30/2014 | 0 | 10/22/2014 | 10/21/2014 | ⌂ |
| Supplier | | | 08/01/2014 | 08/31/2014 | 0 | 09/22/2014 | 09/18/2014 | ⌂ |
| Monthly Terminal Operator | T | | 08/01/2014 | 08/31/2014 | 0 | 09/22/2014 | 09/18/2014 | ⌂ |
| Monthly Terminal Operator | T | | 08/01/2014 | 08/31/2014 | 0 | 09/22/2014 | 09/18/2014 | ⌂ |
| Supplier | | | 07/01/2014 | 07/31/2014 | 0 | 08/22/2014 | 08/21/2014 | ⌂ |
| Monthly Terminal Operator | T | | 07/01/2014 | 07/31/2014 | 0 | 08/22/2014 | 08/20/2014 | ⌂ |
| Monthly Terminal Operator | T | | 07/01/2014 | 07/31/2014 | 0 | 08/22/2014 | 08/20/2014 | ⌂ |

Select yes, which will include schedules
Click Save & Regenerate



The image shows a 'Session Details' window with several tabs: 'Form Settings', 'Form Manual Entry', 'Filer Intent', 'History Log', and 'Comments'. The 'Form Settings' tab is active. It contains the following fields and options:

- Country: United States (dropdown)
- Jurisdiction: South Carolina (dropdown)
- Taxpayer Type: Supplier (dropdown)
- Tracking Number: (empty text box)
- Begin Period Date: 8/1/2012 (calendar icon)
- End Period Date: 8/31/2012 (calendar icon)
- Sequence: 1 (text box)
- Amended session: (dropdown)
- Filed Date: Open (text box)
- Include Schedules: ☒ Yes ☐ No
- Return Calculation Method: ☒ Current

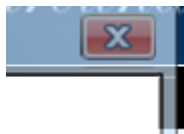
At the bottom of the form is a 'Save & Regenerate' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

The system will then show record updated

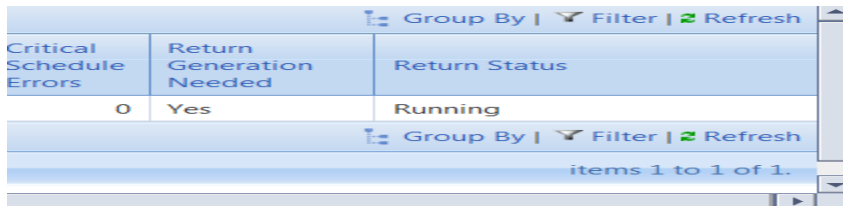


Record updated.

Click the X button to close



Click refresh several times



The image shows a table with three columns: 'Critical Schedule Errors', 'Return Generation Needed', and 'Return Status'. The table has one data row. Above the table is a toolbar with 'Group By', 'Filter', and 'Refresh' buttons. Below the table is a status bar showing 'items 1 to 1 of 1'.

| Critical Schedule Errors | Return Generation Needed | Return Status |
|--------------------------|--------------------------|---------------|
| 0 | Yes | Running |

Until return status shows passed

Right click on the row for the Supplier session that was added
From context menu, select View Tax Return

| Taxpayer Type | Terminal Code | Tracking Number | Start Date | End Date | Sequence | Due Date | Filed Date | Return Status |
|---------------------------|---------------|-----------------|------------|------------|----------|------------|------------|---------------|
| Annual Terminal Operator | | 1215900014 | 01/01/2012 | 12/31/2012 | 0 | 02/26/2013 | 06/07/2012 | Passed |
| Tankwagon Importer | | 1215900018 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/07/2012 | Passed |
| Supplier | | 1216400011 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/12/2012 | Passed |
| Supplier | | | 08/01/2012 | 08/31/2012 | 1 | 09/24/2012 | | Passed |
| Tankwagon Importer | | 5900016 | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/07/2012 | Passed |
| Supplier | | 6300001 | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | 6300002 | 07/01/2012 | 07/31/2012 | 1 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | 6300003 | 07/01/2012 | 07/31/2012 | 2 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 3 | 08/22/2012 | | |
| Monthly Terminal Operator | | 5900012 | 06/01/2012 | 06/30/2012 | 0 | 07/23/2012 | 06/07/2012 | Passed |


Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment
Unfile Tax Return
Delete All Transactions

Group By | Filter | Refre

Review amended return

Amendment 1 Current

1350



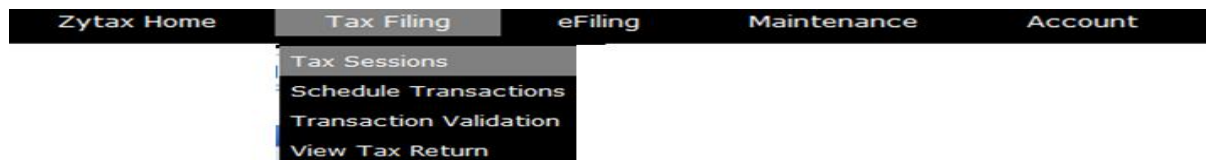
STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**MOTOR FUEL SUPPLIERS MONTHLY
USER FEE AND FEE CALCULATION**

L-2119
(R. Rev. 8/29/11)
4207

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.

File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Supplier session that was added.

From context menu, select File Tax Return

| Taxpayer Type | Terminal Code | Tracking Number | Start Date | End Date | Sequence | Due Date | Filed Date | Return Status |
|---------------------------|---------------|-----------------|------------|------------|----------|------------|------------|---------------|
| Annual Terminal Operator | | 1215900014 | 01/01/2012 | 12/31/2012 | 0 | 02/26/2013 | 06/07/2012 | Passed |
| Tankwagon Importer | | 1215900018 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/07/2012 | Passed |
| Supplier | | 1216400011 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/12/2012 | Passed |
| Supplier | | | 08/01/2012 | 08/31/2012 | 1 | 09/24/2012 | | Passed |
| Tankwagon Importer | | | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/07/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 1 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 2 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 3 | 08/22/2012 | | |
| Monthly Terminal Operator | | | 06/01/2012 | 06/30/2012 | 0 | 07/23/2012 | 06/07/2012 | Passed |

Check the agree button

Click on Submit

File Tax Return

| | |
|-------------------|----------------------|
| Filing Status: | Open |
| Tax Return: | Supplier |
| Terminal: | |
| Tax Session Date: | 8/1/2012 - 8/31/2012 |
| Filing Due Date: | 9/24/2012 |
| Return Status: | Passed |

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

| | |
|-------------------------|----------------------|
| Tax Return: | |
| Filing Status: | Filed |
| Tax Return: | Supplier |
| Terminal: | |
| Tax Session Date: | 8/1/2012 - 8/31/2012 |
| Filing Due Date: | 9/24/2012 |
| Return Status: | NotStarted |
| Date Filed: | 6/12/2012 2:46:19 PM |
| Return Tracking Number: | 1216400016 |

* Please note the tracking number(s) for your records.

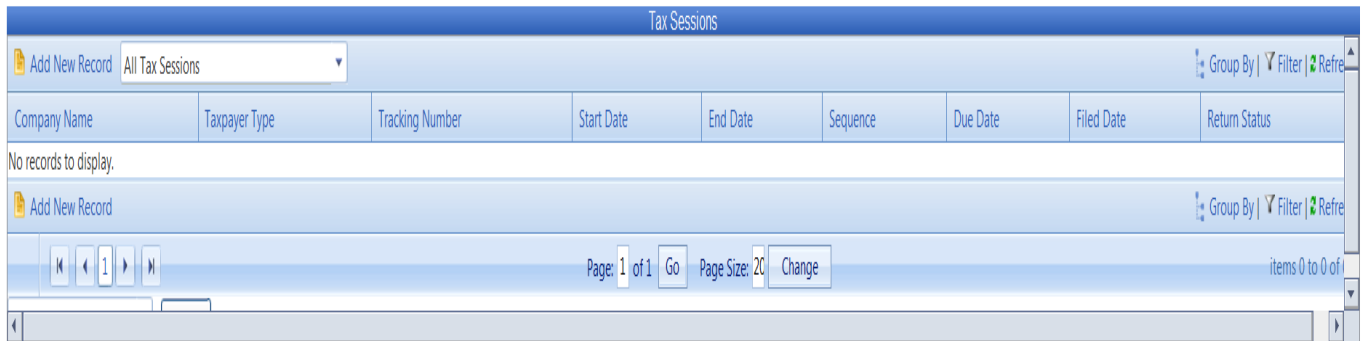
Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Supplier from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

The screenshot shows the 'Zytax - Create Session' dialog box. It contains several fields for creating a new session:

- Country:** United States (dropdown)
- Jurisdiction:** South Carolina (dropdown)
- Taxpayer Type:** Supplier (dropdown)
- Terminal Code:** Select a Terminal (dropdown)
- Begin Period Date:** 8/1/2012 (text field with calendar icon)
- End Period Date:** 8/31/2012 (text field with calendar icon)
- Sequence:** 0 (text field)
- Original session:** (dropdown)

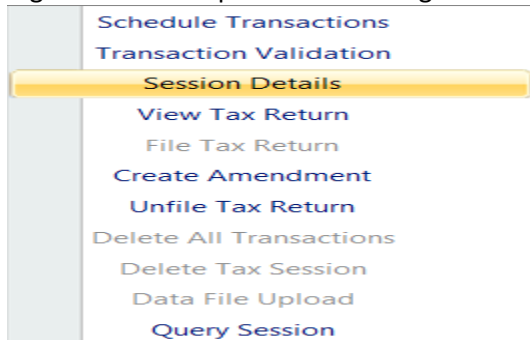
At the bottom of the dialog, there is a 'Create Session' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu



The screenshot shows a window titled "Zytax - Create Session". At the top, a red message says "Record inserted.". Below this, there are several fields for session creation: "Country" (United States), "Jurisdiction" (South Carolina), "Taxpayer Type" (Supplier), "Terminal Code" (Select a Terminal), "Begin Period Date" (8/1/2012), "End Period Date" (8/31/2012), "Sequence" (0), and "Original session" (Original session). A "Create Session" button is at the bottom, along with the copyright notice "Copyright © 2005 - 2012 FuelQuest".

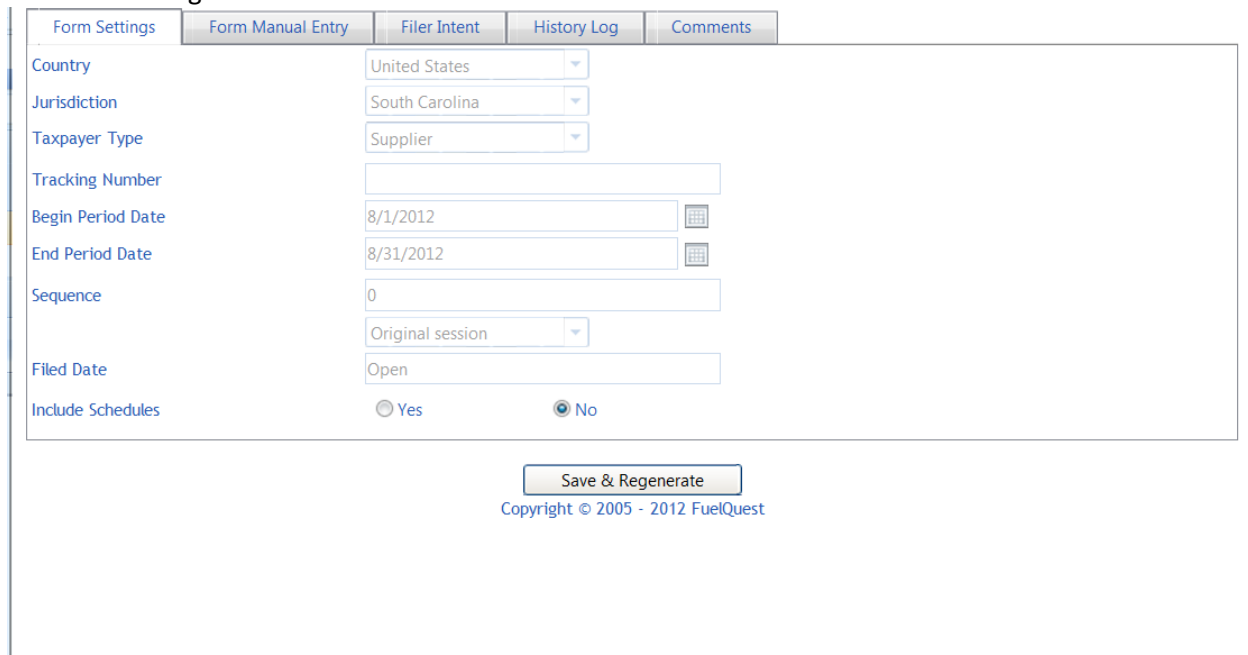
Right click on the period covered again and select Session Details from drop down list



The screenshot shows a context menu with the following options: "Schedule Transactions", "Transaction Validation", "Session Details" (highlighted in yellow), "View Tax Return", "File Tax Return", "Create Amendment", "Unfile Tax Return", "Delete All Transactions", "Delete Tax Session", "Data File Upload", and "Query Session".

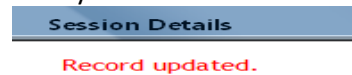
Select no, which will not include schedules

Click Save & Regenerate



The screenshot shows a window titled "Zytax - Form Manual Entry". It has tabs for "Form Settings", "Form Manual Entry", "Filer Intent", "History Log", and "Comments". The "Form Manual Entry" tab is active. It contains fields for "Country" (United States), "Jurisdiction" (South Carolina), "Taxpayer Type" (Supplier), "Tracking Number", "Begin Period Date" (8/1/2012), "End Period Date" (8/31/2012), "Sequence" (0), "Original session" (Original session), "Filed Date" (Open), and "Include Schedules" (radio buttons for Yes and No, with "No" selected). A "Save & Regenerate" button is at the bottom, along with the copyright notice "Copyright © 2005 - 2012 FuelQuest".

The system will then show record updated



Click the X button to close

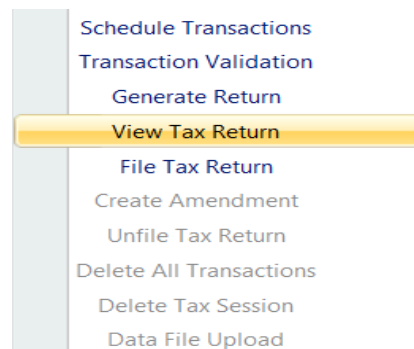


Click refresh several times


| Group By Filter Refresh | | |
|-----------------------------|--------------------------|---------------|
| Critical Schedule Errors | Return Generation Needed | Return Status |
| 0 | Yes | Running |
| Group By Filter Refresh | | |
| items 1 to 1 of 1. | | |

Until return status shows passed

Right click on the row for the Supplier session that was added
From context menu, select View Tax Return



Review return

| | | |
|--|---|--------|
| Original | | |
| 1350 |  | L-2119 |
| STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL SUPPLIERS MONTHLY USER FEE AND FEE CALCULATION | | |
| (Rev. 8/29/11) 4207 | | |
| Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132. | | |

Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Supplier session that was added

From context menu, select File Tax Return

| Taxpayer Type | Terminal Code | Tracking Number | Start Date | End Date | Sequence | Due Date | Filed Date | Return Status |
|---------------------------|---------------|-----------------|------------|------------|----------|------------|------------|---------------|
| Annual Terminal Operator | | 1215900014 | 01/01/2012 | 12/31/2012 | 0 | 02/26/2013 | 06/07/2012 | Passed |
| Tankwagon Importer | | 1215900018 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/07/2012 | Passed |
| Supplier | | 1216400011 | 08/01/2012 | 08/31/2012 | 0 | 09/24/2012 | 06/12/2012 | Passed |
| Supplier | | | 08/01/2012 | 08/31/2012 | 1 | 09/24/2012 | | Passed |
| Tankwagon Importer | | | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/07/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 0 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 1 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 2 | 08/22/2012 | 06/11/2012 | Passed |
| Supplier | | | 07/01/2012 | 07/31/2012 | 3 | 08/22/2012 | | |
| Monthly Terminal Operator | | | 06/01/2012 | 06/30/2012 | 0 | 07/23/2012 | 06/07/2012 | Passed |

Check the agree button

Click on Submit

File Tax Return

Filing Status: Open

Tax Return: Supplier

Terminal:

Tax Session Date: 8/1/2012 - 8/31/2012

Filing Due Date: 9/24/2012

Return Status: Passed

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:

Filing Status: Filed

Tax Return: Supplier

Terminal:

Tax Session Date: 8/1/2012 - 8/31/2012

Filing Due Date: 9/24/2012

Return Status: NotStarted

Date Filed: 6/12/2012 2:00:17 PM

Return Tracking Number: 1216400011

* Please note the tracking number(s) for your records.